



Collegedale, TN

Commercial &  
Multi-Family Residential  
Design Standards  
Ordinance

---

April 2011  
Amended – June 17, 2013

# **Index**

## **I. DEFINITIONS**

## **II. GENERAL PROVISIONS**

- A. GENERAL INTENT**
- B. APPLICABILITY**
- C. EXEMPTIONS**
- D. REVIEW PROCESS**
- E. VARIANCES AND MODIFICATIONS ALLOWED**
- F. CONFLICTING PROVISIONS**

## **III. COMMERCIAL AND MULTI-FAMILY RESIDENTIAL DESIGN STANDARDS**

- A. SITE PLANNING**
- B. SITE LAYOUT/DEVELOPMENT PATTERN  
(INCLUDING BUILDING ORIENTATION)**
- C. RELATIONSHIP TO SURROUNDING DEVELOPMENT**
- D. VEHICULAR AND PEDESTRIAN ACCESS & CIRCULATION**
- E. PARKING**
- F. SUNSET PROVISION**
- G. BUILDING DESIGN**
- H. LANDSCAPING AND SCREENING**
- I. LIGHTING**
- J. HOTELS, MOTELS, AND MULTI-FAMILY RESIDENTIAL**
- K. SIGNAGE**

# I. DEFINITIONS

As used in this document, the following terms shall mean:

*Accessory Building*- A subordinate building, the use of which is incidental to that of a main building and located on the same lot therewith.

*Adjacent or Abutting* – To physically touch or border upon, or to share a common property line or border. “Adjacent” or “abutting” shall include properties or uses that are separated by a drive, street, or other public dedicated right-of-way.

*Arcade* – A series of arches supported on piers or columns.

*Berm* – An earthen mound designed to provide visual interest, screen undesirable views, decrease noise, and/or control or manage surface drainage.

*Block Face* – The properties abutting one side of a street and lying between the two nearest intersecting or intercepting streets, or nearest intersecting or intercepting street and railroad right-of-way, un-subdivided land, watercourse or city boundary.

*Buffer* – Open spaces, landscaped areas, fences, walls, berms, or any combination thereof, used to physically separate or screen one use or property from another so as to visually shield or block noise, lights, or other nuisances.

*Building Form* – The shape and structure of a building as distinguished from its substance or material.

*Building Mass* – The three dimensional bulk of a building height, width, and depth.

*Building Scale* – The size and proportion of a building relative to surrounding buildings and environs, adjacent streets, and pedestrians.

*Caliper* – The diameter of the trunk of a tree at a height of 3’.

*Commercial Center, Large* – A “large commercial center” contains one or more commercial buildings or establishments with a combined 50,000 square feet or more (gross floor area).

*Commercial Center, Small* – A “small commercial center” contains one or more commercial buildings or establishments and all the buildings in the center contain less than a combined 50,000 square feet (gross floor area).

*Commercial Development* - All commercial uses including but not limited to retail, restaurant, service, hotels/motels, offices schools, and universities, churches, theaters and other similar businesses commonly found in commercial and mixed use zoning districts (C-1, C-2, C-3, U, MUTC, MUBC, R-3). Churches and other places of public assembly located in any zone shall be considered as commercial structures for the purpose of this ordinance. It shall not include industrial uses. However, any industrial development or building that includes more than a twenty percent (20%) retail component by square footage shall be subject to these commercial and multi-family residential design standards.

*Facade* – Front or principal face of a building, and any side of a building that faces a street or other open space.

*Fence* – An artificially constructed barrier of any material or combination of materials erected to enclose, screen, or separate areas.

*Floor Area Ratio* – The relationship of the total gross floor area of a building to the land area of the site, as defined in a ratio in which the numerator is the gross floor area and the denominator is the site area.

*Major Tenant* – Any user or tenant containing 15,000 square feet or more of gross floor area, within a commercial center that does not fit the definition of “Large Commercial Center.” Where more than one user or tenant in such a center contains more than 15,000 square feet, the user or tenant with the largest amount of gross floor area shall be considered the center’s “major tenant.”

*Maximum Extent Feasible* – No feasible and prudent alternative exists, and all possible efforts to comply with the regulation or minimize potential harm or adverse impacts have been undertaken. Economic considerations may be taken into account, but shall not be the overriding factor in determining “maximum extent feasible.”

*Maximum Extent Practicable* – Under the circumstances, reasonable efforts have been undertaken to comply with the regulation or requirement, that the costs of compliance clearly outweigh the potential benefits to be public or would unreasonably burden the proposed project, and reasonable steps have been undertaken to minimize any potential harm or adverse impacts resulting from the noncompliance.

*Mixed-Use Development* – A single building containing more than one principal permitted land use, or a single development of more than one building containing more than one principal permitted land use. Such land uses may include office, retail, residential, or service uses such as hotels and motels. In a mixed –used development, the different types of land uses are in close proximity, planned as a unified complementary whole, and functionally integrated to the use of vehicular and pedestrian access and parking areas.

*Multi-family dwelling* – A building or portion thereof designed for occupancy by three or more families living independently in which they may or may not share common entrances or other spaces. Individual dwelling units may be detached buildings used as dwelling units located on a lot that is in single ownership having yards, courts, or facilities in common. This shall include dorms, apartments, triplexes, quadraplexes, etc., but it shall not be construed to include townhouses which have individual units on individually owned lots.

*Natural Features*—“Natural features” include but are not limited to flood plains and surface drainage channels, stream corridors and other bodies of water, steep slopes, prominent ridges, bluffs, or valleys, and existing trees and vegetation.

*Orient* – To bring in relation to, or adjust to, the surroundings, situation, or environment; to place with the most important parts facing in certain directions; to set or arrange in a determinate position: as in ‘to orient a building.’

*Pad Site* – Typically used in the context of retail shopping center development, a building or building site what is physically separate from the principal or primary building and reserved for

free-standing commercial uses, each such use containing no more than 15,000 square feet of restaurants, banks, and auto services.

*Primary Abutting or Access Street* – The street abutting a development that carries the most traffic volume. If a development abuts two streets that have traffic volumes within twenty percent (20%) of each other, the applicant shall designate which street is the “primary abutting or access street.”

*Riparian* – The interface between land and a stream (a “creek bank.”). Occurs in many forms, such as, grassland, woodland, wetland, etc.

*Setback line* – A line, parallel to the respective lot line and internal to the lot, which defines the required building setback.

*Standards* – Shall mean mandatory regulations. Standards are indicated by use of the terms “shall” and “must.”

*Steep Slopes* – Any portion of a development site where the natural grade of the land has a slope of thirty percent (30%) or greater.

*Thoroughfare Street* – “Thoroughfare street” shall mean streets designated by the city’s Master Plan as thoroughfares (arterials, collectors, highways, and state roads).

*Transitions* – Generally, an array of tools and techniques designed to ensure compatibility between adjoining land uses that may differ by type and in intensity, including the following techniques:

1. Architectural Transitions – Designing adapting the form of a building to take into consideration neighboring buildings and land uses.
2. Landscape Buffer and Screening Transitions – The use of landscaping, berms, fences, walls, or any combination of these, to buffer and screen a more intense land use from an adjacent, less intense land use .

## II. GENERAL PROVISIONS

### STATUTORY AUTHORIZATION

The Legislature of the State of Tennessee has in Sections 6-2-201 and 6-54-133 of Tennessee Code Annotated enabled a municipality to create a design review commission and develop general guidelines for the exterior appearance of nonresidential property, multiple family residential properties, and any entrance to a nonresidential development within the municipality.

### A. GENERAL INTENT

The intent of the Commercial and Multi-Family Residential Design Standards is to:

1. Improve the overall quality of commercial and multi-family residential developments in Collegedale,
2. Ensure the compatibility of new & revitalized developments with surrounding land uses,
3. Prescribe the location of Commercial and Multi-Family residential development in the city,
4. Enhance pedestrian safety and walk ability, and
5. Improve the user friendliness of the design review process.

### B. APPLICABILITY

Unless exempt under II.C.(Exemptions) below, the Commercial and Multi-Family Residential Design Standards shall apply to all new commercial developments, multi-family dwellings and accessory buildings regardless of zoning designation within the City of Collegedale except where any particular section of the ordinance is specified as being for either commercial or multi-family residential only. These standards shall also apply to commercial developments and multi-family dwellings that involves either a rezoning request; a site plan approval; a revised preliminary plan; a special use approval for hotels/motels; or a major rehabilitation of an existing commercial or multi-family structure. Major rehabilitation shall mean any renovation, restoration, modification, addition, or retrofit of a structure or site that exceeds twenty five percent (25%) of the current appraised value of any structure or site as established by Hamilton County. Major rehabilitation shall not include routine maintenance and repair of a structure or other feature on the surrounding site, such as a roof replacement or general repairs to a parking area or other site feature.

The standards stated in section III.B.4. (*Site Layout and Building Orientation at Two Intersecting Thoroughfare Streets*), shall apply to all new commercial development, commercial office development, and multi-family developments.

## C. EXEMPTIONS

A development or project under construction or previously approved before the adoption of this Ordinance. Note: This exemption does not apply to changes or maintenance to existing or previously approved developments or projects.

## D. REVIEW PROCESS

### 1. General

The Commercial and Multi-Family Residential Design Standards shall be applied, as applicable, in the normal review processes for rezoning, site plans, and development plans or the normal review process for all commercial development, multi-family development, and special use permits.

### 2. Review Criteria

In addition to the review criteria specified, each rezoning, site plan, subdivision, or development plan application for commercial and/or multi-family residential development, unless exempt under II.C. above, shall evidence compliance with these Commercial and Multi-Family Residential Design Standards.

### 3. Review Steps

a. **STEP 1: Land Use Permitted.** Verify that the proposed use of the property is permitted in the zoning district (see LAND USE section).

b. **STEP 2: Review Required**

- i. Does the project consist of interior remodeling only?
- ii. Does the project consist of routine maintenance?

Routine maintenance includes such activities as painting, gutter repair, or replacing roof shingles or lighting to match the existing that will not change the building's appearance.

If you answered "Yes" to either of the above questions, the project is exempt from review by these guidelines. However, you will need a building permit if you project cost is over \$1,500.

If you answered "No" to the questions above, or are uncertain whether the project requires review, proceed to next step.

c. **STEP 3: Consult with the Staff.** Before making formal application, you shall consult with the Collegedale Planning Commission staff regarding conceptual designs of the proposed project.

You may contact the Collegedale Planning staff at 423-396-3135.

Please have the following information ready when you call:

- i. Address where the project is located
- ii. A brief description of the proposed project (new construction, demolition, addition, exterior alteration)
- iii. Estimated cost range

- d. **STEP 4:** All site plans, building elevations, and site and building sections should be drawn to scale. The following information **shall** be submitted along with the completed application form. **Projects will not be reviewed by the Staff until all required drawings have been submitted.**

- i. A Vicinity Plan showing the project in relation to the surrounding area within 1000 feet of the site. The plan should include building footprints, streets, access points, and parking areas.
- ii. A Site Plan that shows vehicular access, parking (including the number of spaces), service areas and dumpsters, conceptual landscaping, property lines, building footprints, topography lines at a minimum 2-foot contour interval for finished grade, and areas of cut and fill.
- iii. Elevation Drawings of the front, sides, and rear of each building where construction activity will take place. Drawings should show all openings (windows and doors), texture, color and materials shown by illustrations or annotation, and any other architectural features.

Based on the type of project proposed, the Planning Staff **shall** require all of the above. Some information may be required later in the design process for a follow-up review.

- iv. Site and Building Section Drawings illustrating how the proposed building or addition and the site would appear in cross-section.
  - v. Landscaping Plan showing location, number and type of plant materials.
  - vi. Identify sign location(s) on Site Plan. (including setbacks from property lines)Text and graphics shall be submitted at time of sign permit application. For commercial buildings with multiple tenants, a signage plan for the entire structure is required. This plan shall allocate signage for all potential tenant space (see sign ordinance for specific details).
  - vii. Exterior Lighting Plan showing fixture locations, specifications, and lighting levels.
  - viii. Physical samples of Materials and Photographs of the project site.
  - ix. Floor Plans, Perspectives, and Axonometric are encouraged, but not required.
- e. **STEP 5:** Staff Classifies the Project. After receiving the application, the Staff will determine whether the project requires review by the Design Review Commission or Staff Review only.

- i. Review by the Design Review Commission (DRC)

The Design Review Commission must review all applications for:

- (a) New construction of primary structure, outbuildings, or garages;
- (b) Additions (including drive through windows);
- (c) Parking lots or parking structures;
- (d) Any applications referred by Staff that does not clearly meet standards.



ii. Staff Review Only.

Staff approval may be provided for all other work that meets the design standards. This may include signs, awnings, fences or retaining walls, window and door changes, and landscaping.

f. STEP 6:

i. Staff Review Only.

Within 10 working days of receiving your application and all required information, the staff will contact you with an approval as submitted, an approval with changes, or a denial. If you are dissatisfied with the staff's decision, you may request to have your project considered by the Design Review Commission with 30 days of the of staff decision.

ii. Review by the Design Review Commission (DRC).

Commission review still requires an initial contact with the staff that will check to see that you have gathered the appropriate information to enable the DRC to make an informed decision. This information must be submitted at least 15 days prior to the DRC monthly meeting to allow the staff adequate time to prepare your case.

iii. Public Notice.

By law, reasonable notice must be given to the general public of all Design Review Commission meetings and projects to be considered. The staff will give the applicant a large public notice sign. This sign must be posted on the project site by the applicant at least one week prior to the DRC meeting date and must be visible from the public street. Failure to post the sign may result in a one month delay. Applicants are expected to attend the DRC meetings to answer any questions about their project.

g. STEP 7: City Technical Review and Building Permits.

The Staff will send written notice of your project's status, including any conditions placed on the project by the Design Review Commission. You may then contact the City Codes Enforcement Officer at 423-468-1868 to obtain appropriate construction permits.

## **E. VARIANCES AND MODIFICATIONS ALLOWED**

### **1. Variances**

The Collegedale City Commission has sole discretion to grant variances from the standards contained in the Commercial and Multi-Family Residential Design Standards Ordinance in accordance with the provision contained herein.

### **2. Modifications to Allow Alternative Compliance**

In addition, the City Commission upon recommendation of the Design Review Committee may waive or modify any design standard contained in these Design Standards to encourage the implementation of alternative or innovative practices that implement the intent of the modified standard(s) and provide equivalent public benefits without significant adverse impacts on surrounding development.

### **3. Conditions of Approval**

In granting a variance, deviation, or modification, the Collegedale City Commission may require conditions that will substantially secure the objectives of the modified standard and that will substantially mitigate any potential adverse impact on the environment or on adjacent properties, including but not limited to additional landscaping or buffering.

## **F. CONFLICTING PROVISIONS**

If the provisions of the Commercial and Multi-Family Residential Design Standards are inconsistent with one another, or if they conflict with provisions found in other adopted codes, ordinances, or regulations of the City of Collegedale, the more restrictive provision will control unless otherwise expressly provided.

# III. COMMERCIAL AND MULTI-FAMILY RESIDENTIAL DESIGN STANDARDS

## A. SITE PLANNING

### 1. Required Scope of Development Plans

#### a. Design Standards

Preliminary development or site plans for new commercial or multi-family residential developments subject to these Design Standards shall include the full development of the site, even where final development will be phased. The preliminary development plan or site plan shall show all contiguous land under the applicant's control, including land that is zoned for other uses.

### 2. Preservation of Natural Features

#### a. Intent

New development shall work with the natural environment by preserving and integrating natural features, including mature trees, where feasible.

#### b. Design Standards

i. General Guidelines for Integration Existing natural features, as well as the required common open space, should be used to create site amenities and provide physical separators and buffers from adjacent development, where needed.

#### ii. Protection of Stream Corridors and Wetlands.

(a) Perennial streams, wetlands, and their riparian corridors shall be incorporated into site plans and site designs as major amenities, with trails, seating, and appropriate supplemental vegetation. Buildings, parking areas, and other structures should be set back from such features a sufficient distance to ensure their continued quality and natural functions.

(b) As part of the submittal requirements for development subject to these Design Standards, applicants shall evidence compliance with all applicable federal, state, and city laws and regulations related to preservation and protection of stream corridors and wetlands.

#### iii. Preservation of Existing Trees and Vegetation/Mitigation for Removal.

(a) Tree Survey/Plan Requirement. Developers shall submit an existing tree survey and preservation plan to show compliance with these standards. The extent of the survey required shall be determined by staff.

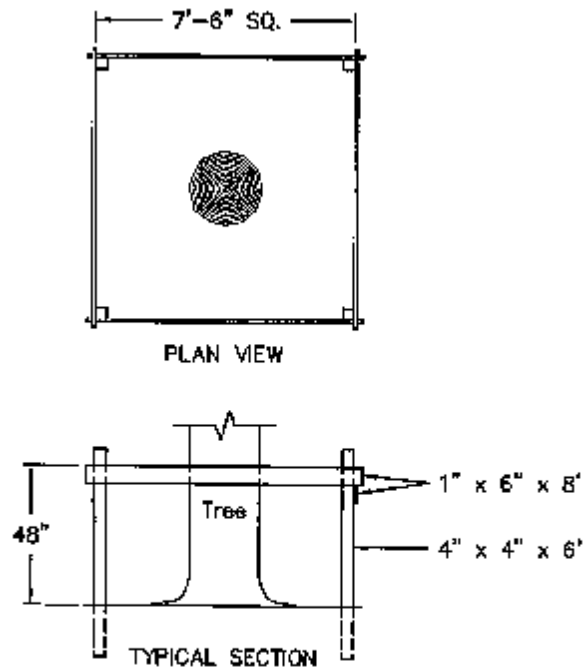
(b) General Guideline. Existing trees and vegetation should be preserved whenever possible to act as buffers between adjoining developments and as site amenities within the development.

#### (c) Significant Trees.

(1) On sites with existing mature trees, at least fifteen percent (15%)

of specimen trees shall be preserved or transplanted on site, to the maximum extent practicable. For purposes of this section, “specimen” trees include the following:

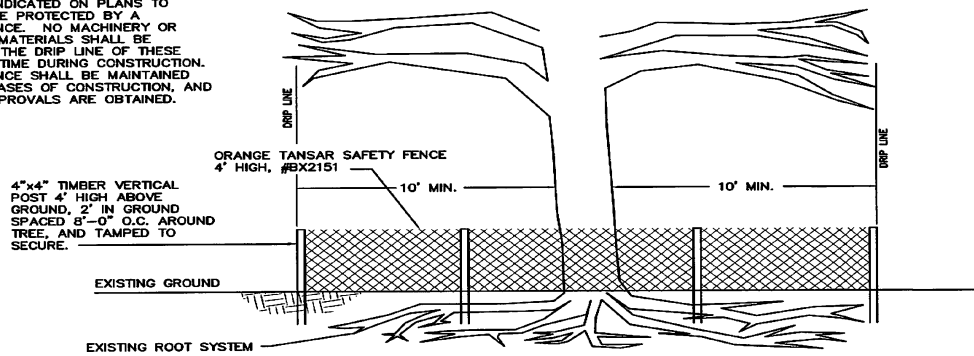
- (a) Deciduous trees with thirty inch (24”) minimum caliper;
  - (b) Evergreen trees with thirty inch (24”) minimum caliper;
  - (c) Groups or stands of ten (10) or more trees with a minimum caliper for each tree of twenty four inches (18”).
- (2) Trees, which can not practicably be preserved or transplanted, may be required to be replaced according to the standards in subsection III.A.2.iii.f (Tree Replacement) below.
- (3) Specimen trees in appropriate locations, such as along drainages and along the perimeter of the site may be used to fulfill landscaping or buffering requirements under these Design Standards.
- (d) Other Existing Trees and Vegetation. Any existing vegetation or non specimen trees that are in appropriate locations, insufficient quantities, and of acceptable quality to be used to fulfill transition, landscaping, or buffering requirements under these Design Standards, shall be preserved to the maximum extent practicable.
- (e) State of Preserved Trees and Vegetation. All preserved trees and vegetation shall be healthy and free of mechanical injury.
- (f) Tree Replacement. If a specimen tree designated to be preserved is removed or substantially damaged during clearing, grading, or construction, the developer shall replace the removed or damaged tree with new trees. Replacement trees shall be the same or similar species to the trees removed or damaged, or alternately a species native to Hamilton County and approved by the City. For every one inch (1”) of tree caliper removed or damaged, the applicant or developer shall:
- (1) install one inch (1”) of replacement tree caliper;
- (g) Tree Protection during Construction.
- (1) Specimen trees shall be protected during construction with the erection of barrier fencing.
  - (2) Grading shall be avoided within the root area or drip line of any existing preserved trees.



### TREE PROTECTION BARRICADE

NOT TO SCALE

PROTECTION FENCE TO EXTEND AROUND TREE AT DRIP LINE AS SHOWN. ALL MAJOR TREES INDICATED ON PLANS TO REMAIN MUST BE PROTECTED BY A PROTECTION FENCE. NO MACHINERY OR CONSTRUCTION MATERIALS SHALL BE PLACED WITHIN THE DRIP LINE OF THESE TREES AT ANY TIME DURING CONSTRUCTION. PROTECTION FENCE SHALL BE MAINTAINED DURING ALL PHASES OF CONSTRUCTION, AND UNTIL FINAL APPROVALS ARE OBTAINED.



### TREE AND ROOT PROTECTION FENCING DETAIL

### 3. Land Disturbance (Grading and Retaining Walls)

#### a. Design Standards

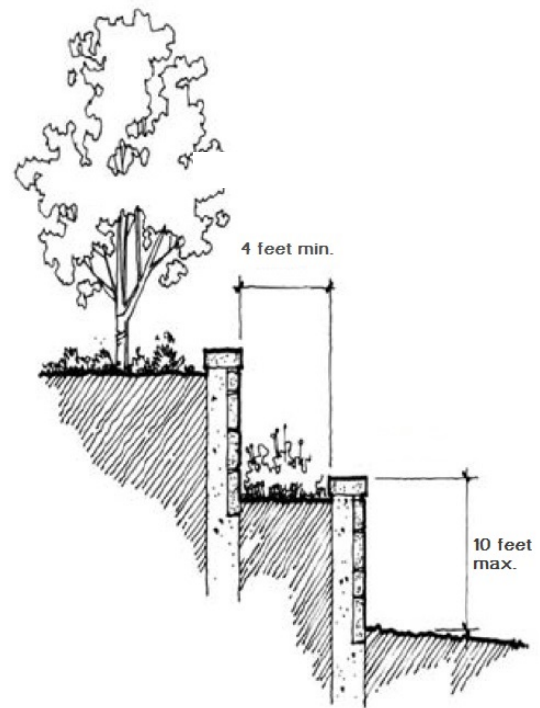
- i. Prior Approval of Land Disturbance. Where significant topographical issues are identified at a pre-application conference (for example, substantial differences in grade on site), the City may require the applicant to submit a preliminary grading plan. As applicable, no grading, excavation, or tree/vegetation removal shall occur on a site, whether to provide for a building site, for onsite utilities or services, or for any roads or driveways, before the city's approval of such preliminary grading plan.
- ii. Respect of the Natural Topography. To the maximum extent feasible, the layout of the development(s) shall follow and respect the natural topography of the site. Berms, channels, swales, and similar man-made changes to the landscape shall be a smooth transition in changes of slope.

- iii. Limits on Graded or Filled Man-Made Slopes. The maximum slope of any man-made slope shall be 2:1.  
Retaining walls shall comply  
With the requirements for  
retaining walls set forth in  
this subsection.

- iv. Site Drainage Patterns. Site drainage patterns shall be designed to prevent concentrated surface drainage from collecting on, and flowing across pedestrian paths, walks, and sidewalks.

- v. Retaining Walls.

- (a) Use of retaining walls is encouraged to reduce the steepness of man-made slopes and to provide planting pockets or terraces for re-vegetation and landscaping.
- (b) Retaining walls may be permitted to support steep slopes but shall not exceed ten feet (10') in height from the finished Grade.
- (c) Terracing shall be limited to four tiers. The width of the terrace between any two 10-foot retaining walls shall be a minimum of four feet (4') with a maximum slope of 2:1. Terraces created between retaining walls shall be permanently landscaped or re-vegetated.



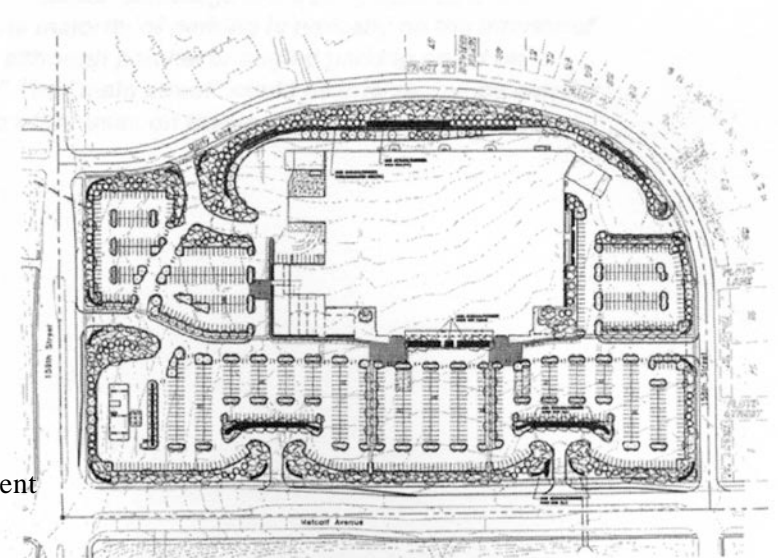
- (d) Retaining walls shall be stacked natural stone or faced with stone or earth-colored materials. Railroad ties, timber, Shot Crete, concrete block (regular or split faced), and gabion-type retaining walls are prohibited.

## **B. SITE LAYOUT/DEVELOPMENT PATTERN (INCLUDING BUILDING ORIENTATION)**

### **1. Location of Parking (COMMERCIAL DEVELOPMENTS ONLY – Section 1)**

In order to reduce the scale of the paved surfaces and to shorten the walking distance between the parked care and the building, off street parking for all commercial developments shall be located according to one of the following options:

- a. A minimum of thirty percent (30%) of the off street surface parking spaces provided for all uses contained in the development's primary building shall be located other than between the front façade of the primary building and the primary abutting street (e.g., to the rear or side Of the primary building(s); or
- b. No more than seventy percent (70%) of the off street surface parking spaces provided for all uses contained in the development's primary building may be located between the front facade of the primary building(s) and the primary abutting street, provided the amount of interior and perimeter parking lot landscaping required by Landscape Ordinance (*Parking Lot Landscaping*) is increased by fifty percent (50%).



*Figure 2 – A minimum of 30% of the off-street surface parking spaces provided for all uses contained in the development's primary building shall be located other than between the front façade of the primary building and the primary abutting street (e.g., to the rear or side of the primary building(s)).*

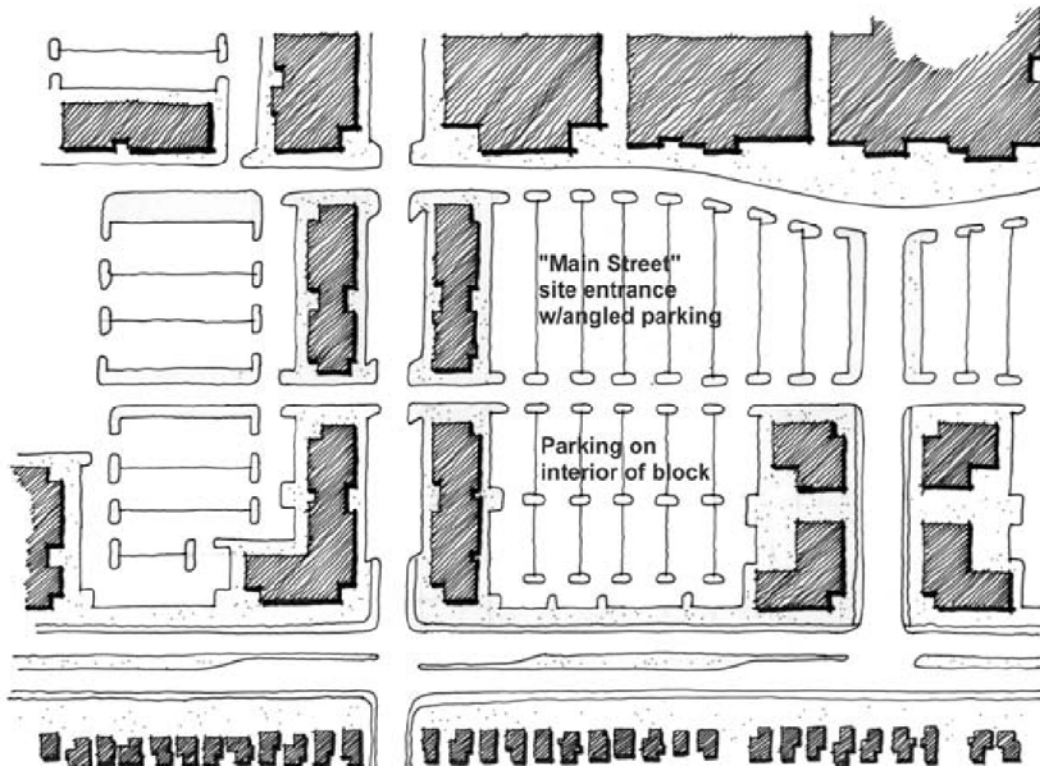


Figure 3 – In this development pattern, a side “main street” off the primary abutting street is the core and focus of the center. Buildings are closely spaced and front directly on this “main street.” The majority of parking is typically on the interior of the block behind the buildings, although parallel or angled parking could be allowed along the “main street.” The “main street” could be intersected by smaller side streets providing access to other uses on the parcel.



## 2. Multiple-Building Developments

### a. Applicability

When there is more than one (1) building in a development, the development shall comply with the following standards, except that multiple building developments located at the intersection of two thoroughfare streets shall comply instead with the standards stated in subsection “*Site Layout and Building Orientation of Two Intersecting Thoroughfare Streets.*”

### b. Site Layout and Building Orientation

All primary and pad site buildings shall be arranged and grouped so that their primary orientation complements adjacent, existing development and either:

- i. Frames the corner of an adjacent street intersection;
- ii. Frames and encloses a “main street” pedestrian and/or vehicle access corridor within the development site;
- iii. Frames and encloses on at least three sides parking areas, public spaces, or other site amenities;
- iv. Alternates. An applicant may submit an alternative development pattern provided such pattern achieves the intent of the above standards and this section. Strictly linear or “strip commercial” development patterns shall be avoided.

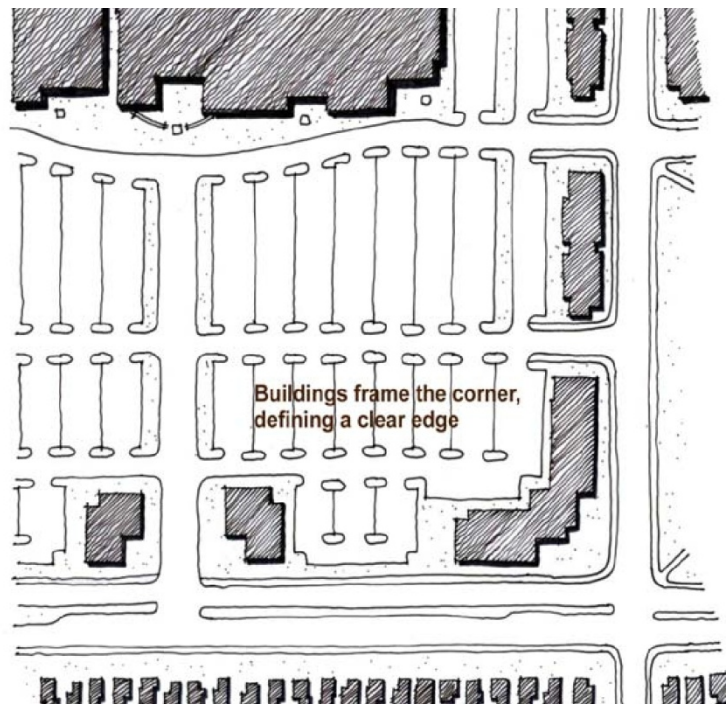


Figure 4 – In this development pattern, most buildings front directly on the street and define a clear edge. The pad site on the corner makes a strong architectural statement and announces the center. Parking is typically on the interior of the block.

### 3. Single-Building Developments

#### a. Applicability

Unless part of a larger planned development or commercial center, when there is only one (1) building in a proposed development, the development shall comply with the following standards, except that single-building developments located at the intersection of two thoroughfare streets shall comply instead with the standards Stated in subsection “*Site Layout and Building Orientation at Two Intersecting Thoroughfare Streets.*”

#### b. Single-Tenant Building unless part of a larger planned development or commercial center, when there is only one (1) building

in a proposed development that will be occupied by a single tenant, such building shall be oriented toward the primary abutting street and shall otherwise comply with Section *Location of Parking*. Deep setbacks behind large expanses of parking areas or vacant land shall be avoided.

#### c. Multi-Tenant Building

Unless part of a larger planned development or commercial center, when there is one (1) building in a proposed development that will be occupied by multiple tenants, at least fifty percent (50%) of the building’s “active” wall shall be oriented toward the primary abutting street and shall otherwise comply with Section *Location of Parking*. Deep setbacks behind large expanses of parking areas or vacant land shall be avoided. For purposes of this standard, the “active” wall shall be the side of the building containing the majority of storefronts, customer entrances, and windows.

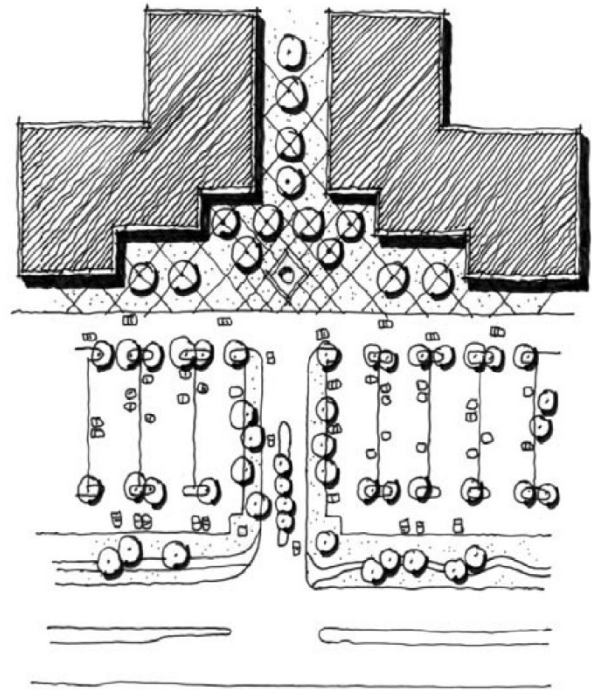


Figure 5 – This development pattern uses buildings to frame an internal open space or plaza to give the center focus. Primary buildings orient to the plaza.

#### 4. Site Layout and Building Orientation at Two Intersecting Thoroughfare Streets

##### a. Applicability

All new developments located at the intersection of two thoroughfare (arterial) streets shall comply with this subsection's site layout and building orientation standards.

##### b. Site Layout and Building Orientation

Within each intersection quadrant, primary buildings and/or pad site buildings shall be arranged to orient to the thoroughfare streets and to frame the corner at the intersection of the two thoroughfares. Deep building setbacks behind large expanses of parking areas or vacant land are not allowed.

##### i. A minimum of eighty percent (80%) of all thoroughfare street frontages shall be occupied by:

- (a) building frontage;
- (b) decorative architectural walls (no higher than three feet (3'));
- (c) landscaped entryway signage or features;
- (d) required focal point; and/or
- (e) site amenities.

See subsections III B.4.C. (*Focal Point Required*) and III.B.7. (*Site Amenities*). The remaining forty percent (40%) of thoroughfare street frontage may be occupied by parking areas as limited by subsection *Location of Parking*, or by breaks for vehicle or pedestrian access.

##### ii. Front parking areas shall not be located within a 200-foot radius from the intersection of the centerlines of the two thoroughfare streets.

##### c. Focal Point Required

On each of the four corners of a thoroughfare or street intersection, developments shall provide a "focal point" within a 200-foot radius from the intersection of the centerlines of the two thoroughfare streets. A "focal point" shall be visible from the intersecting thoroughfare streets and may be either:

- i. A distinctively designed building, which may include a pad site building, preferably with a vertical element; but shall not include drive-through facilities and automobile service stations;
- ii. An architectural feature that is a minimum of twenty-five feet (25') tall and a maximum forty-five feet (45') tall and (e.g., a clock tower, spire, or interesting roof form);
- iii. Public art or sculpture;
- iv. Fountains or other water feature;
- v. Public plazas or other open space;
- vi. Landscape feature.

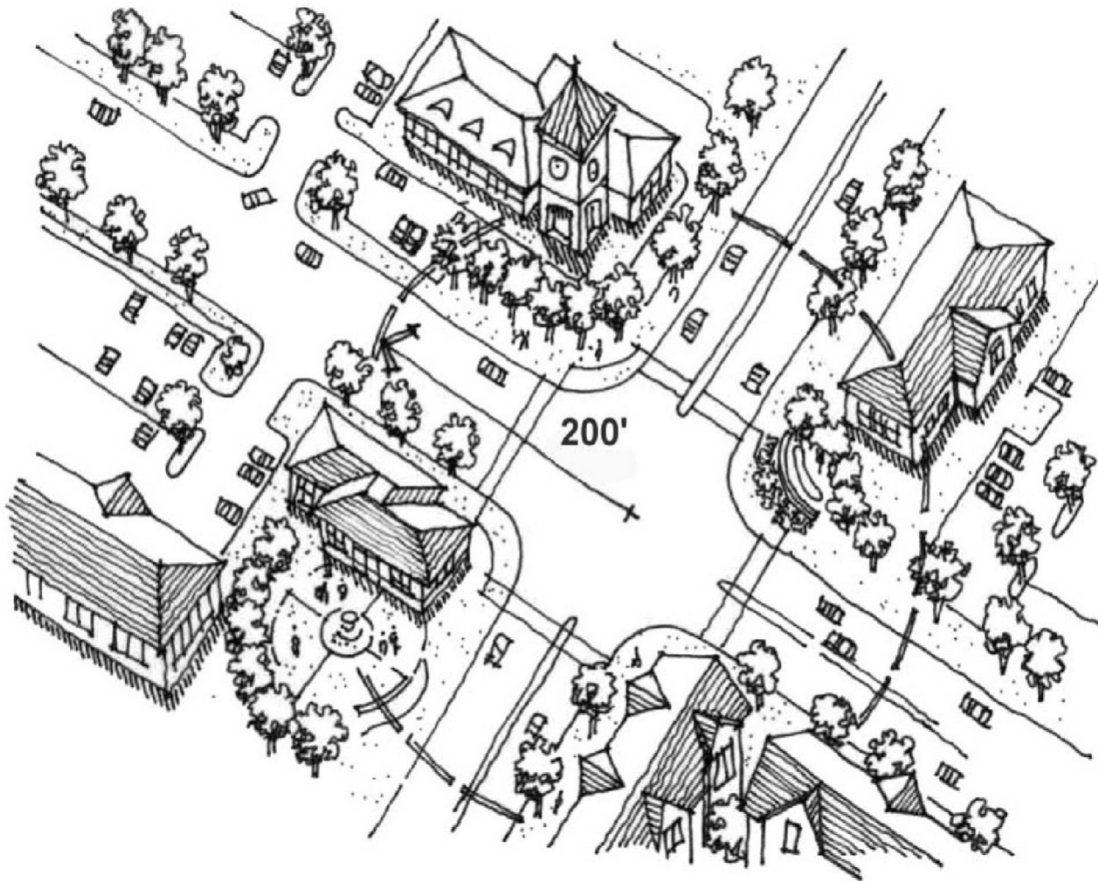


Figure 6 – On four corners of a thoroughfare or street intersection, developments shall provide a “focal point” within a 200-foot radius from the intersection of the centerlines of the two intersecting thoroughfare streets.

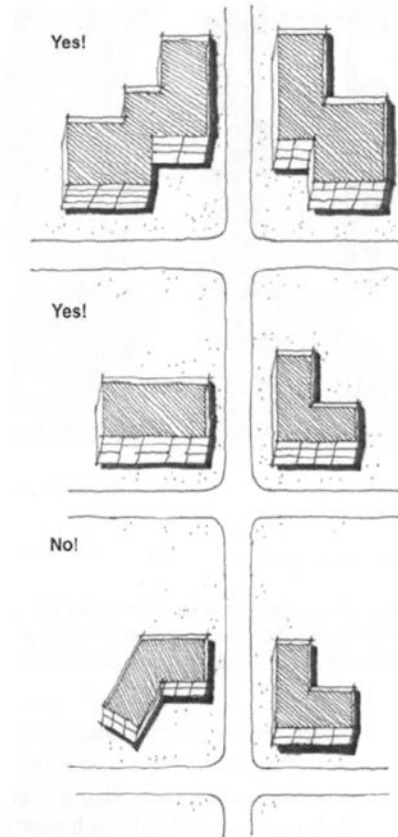
d. Integration

Any of the features listed above may be integrated with major entryway signage for the development. With city approval the “focal point” required by subsection *Focal Point Required* above may be used to satisfy the site amenities requirement for developments stated in Subsection *Site Amenities*.

e. Organization

Within each intersection quadrant, new buildings shall be organized to align with existing buildings located across the intersecting thoroughfare streets in a way that “completes” the space around the corner and unites the adjacent developments.

*Figure 7 – Within each intersection quadrant, new buildings shall be organized to align with existing buildings located across the intersecting thoroughfare streets.*



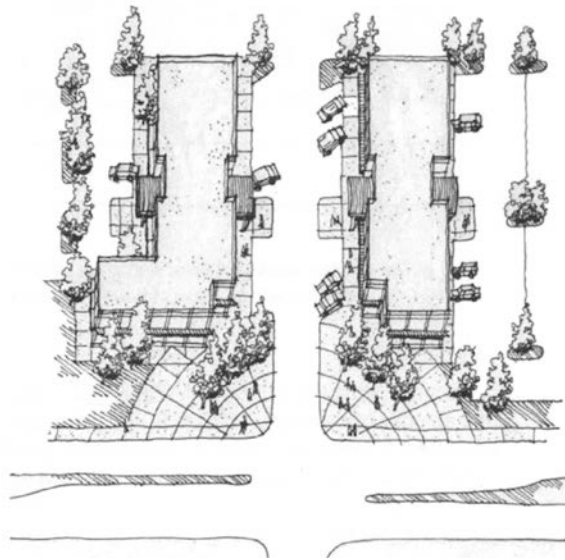
## 5. Pad Sites (COMMERCIAL DEVELOPMENTS ONLY – Section 5)

### a. Intent

The citing and design of smaller retail stores, or “pads,” can create a more inviting appearance in a larger development by visibly reducing the project’s scale and by expanding the range of activities and businesses found within a single development. The location, orientation of the entry, and architecture of pad site buildings also provide opportunities to frame entries into larger storefront spaces closer to the street and creating a street scene. According, pad site structures shall be compatible with the main buildings on a commercial site. The layout of pad site buildings shall relate coherently to the public street and surroundings (outward) as well as to the main center (inward), and specific citing decisions shall further the general intent of creating a “sense of place,” focal points, site amenities, and arrival into the commercial center.

### b. Design Standards

- i. General Guidelines. The number, location, and design of independent pad sites shall reinforce, rather than obscure, the identity and function of a commercial development, especially in large commercial centers.
- ii. Clustering of Pad Sites. Pad sites shall be clustered together to define street edges and entry points or to enclose and create interesting places between buildings. Even dispersal of pad sites in a widely spaced pattern within the development, even if along the street edge(s) is discouraged.



*Figure 8 – Pad sites shall be clustered together to define street edges and entry points or to enclose and create interesting places between buildings.*

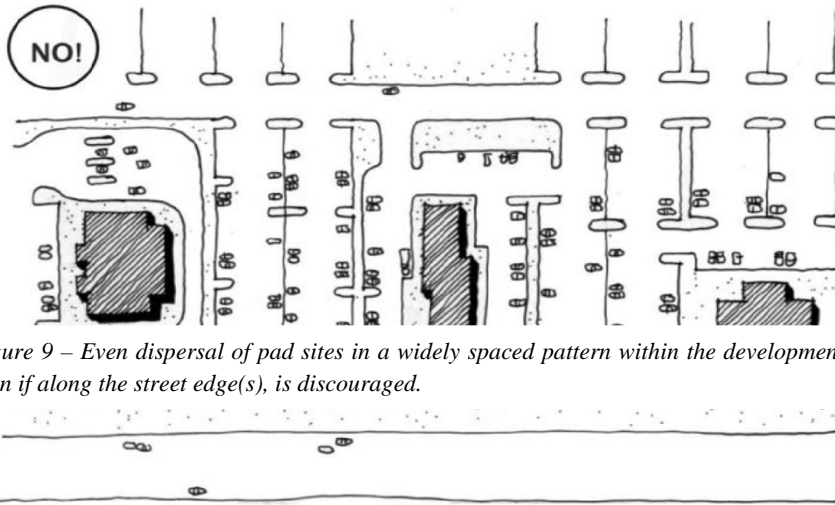


Figure 9 – Even dispersal of pad sites in a widely spaced pattern within the development, even if along the street edge(s), is discouraged.

Placement of pad sites shall be consistent with the requirements for overall development pattern and site layout set forth in section *Site Layout/Development Pattern*.

- iii. Spaces Between Adjacent Pad Sites. Spaces between adjacent pad site buildings should be improved to provide small packets (preferably heavily landscaped) of customer parking, pedestrian connections, small scale project amenities, or focal points. Examples include, without limitation:

- (a) A landscaped pedestrian walkway linking customer entrances between two or more pad site buildings;
- (b) A public seating or outdoor eating area;
- (c) An area landscaped with a variety of living materials emphasizing four-season colors, textures, and varieties; or
- (d) Sculptures or fountains.

- iv. Building Orientation on Pad Sites.

The primary façade of a building located on a pad site, typically the facade containing the primary customer entrance, may be oriented in a variety of ways, including, without limitation, toward the primary access street, toward an internal “main street,” framing a primary entrance to the development or center, toward the side (especially when that side faces another pad site building), or toward the interior of the center.



Figure 10 – This figure illustrates a significant departure from “off-the-shelf” standardized building design.

- v. Pedestrian Connections. See section *Pedestrian Access and Circulation*.

- vi. Pad Site Building Design.

- (a) Pad site buildings shall incorporate the same materials and colors as those on the primary commercial building(s) in the development or center.



- (b) Significant departures from “off-the-shelf” standardized building design may be required to meet this standard.
- (c) Pad site entrances are appropriate locations to express individual building character or identity. Customer entrances shall be emphasized through incorporation of a building recess, projection, canopy, or similar design element.
- (d) The design of any pad site shall comply with section IV.F. (*Building Design*) below.

## 6. Free-Standing Kiosks/ATM Structures (COMMERCIAL DEVELOPMENTS ONLY – Section 6)

### a. Design Standards

- i. General Standards. All kiosk-type buildings and structures shall be integrated with the overall commercial or center development, and shall be subject to the same guidelines as all other buildings with the development.
- ii. Location. Free-standing kiosks and drive-up ATM structures shall not be located along the primary access street frontage.
- iii. Access. Access to a free-standing kiosk or drive-up ATM structure shall not be from the adjacent public streets. Access shall be from drives and streets internal to the development.
- iv. Structure Design. Free-standing kiosks and drive-up ATM structures shall comply with the building design standards applicable to pad sites set forth in section 6.b.vi.above.



*Figure 11 – Ensure that free-standing kiosk structures are compatible with the appearance and function of the overall commercial development.*

## 7. Site Amenities

### a. Design Standards

- i. General Standards. Site amenities and gathering places can vary widely in size, in type, and in degree of amenity. Buildings, trees, walls, topography, and other site features within a commercial and/or multi-family residential development should be oriented and arranged to enclose such gathering places and lend a human scale.
- ii. Standards for Site Amenities.
  - (a) Minimum Area Devoted to Site Amenities
    - (1) New commercial and multi-family residential developments with a parking ratio of less than 5 spaces per 1000 square feet of gross floor areas shall provide a minimum of 20 square feet of site amenities, open areas, and public gathering places for each 10 parking spaces. If less than 10 spaces are required for the entire development, then no site amenity is required.



- (2) New commercial and multi-family residential developments with a parking ratio of 5 per 1000 square feet of gross floor area or greater shall provide the minimum of 25 square feet of site amenities, open areas, and public gathering places for each 10 parking spaces. If less than 10 spaces are required for the entire development, then no site amenity is required.

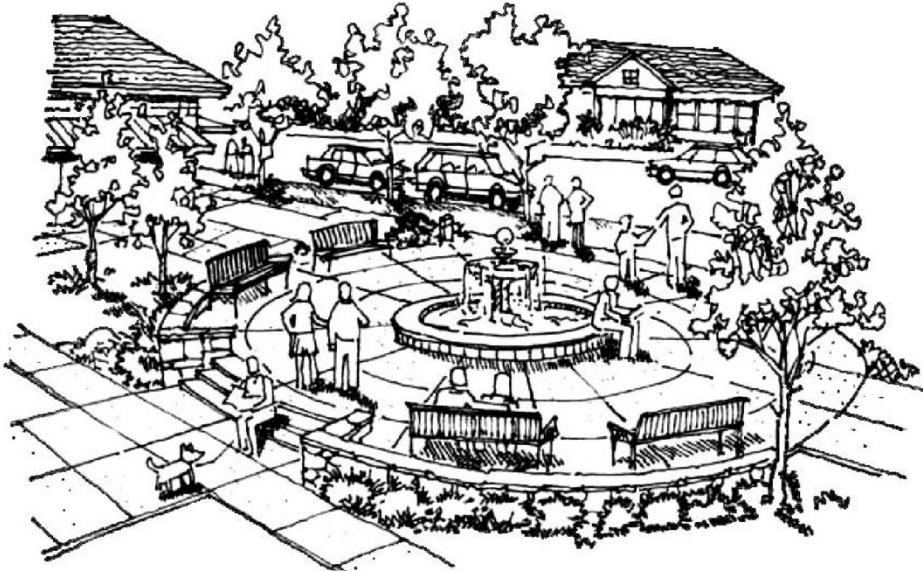


Figure 12 – Illustration of a plaza within a commercial or multi-family residential development provides a public gathering place and a significant site amenity.

(b) Allowed Site Amenities. Site amenities may consist of any of the following:

- (1) Patio or plaza with seating area;
- (2) Mini-parks, squares, or greens;
- (3) Bus stops in coordination with CARTA;
- (4) Customer walkways or pass-through containing window displays;
- (5) Water feature;
- (6) Clock tower; and/or
- (7) Public art;
- (8) Any other similar, deliberately shaped area and/or focal feature that, in the city's judgment, adequately enhances such development and serves as a gathering place.

iii. Aggregations Allowed. In commercial and/or multi-family developments containing more than one building, the required area may be aggregated into one larger space, provided such space is within easy walking distance of the major tenant(s) in the development.

iv. Design Requirements.

- (a) All site amenities within a development shall be an integral part of the overall design and within easy walking distance of major buildings, major tenants, and any transit stops.
  - (b) Any such amenity area shall have direct access to the public sidewalk network.
  - (c) The amenity area shall be constructed of materials that are similar in quality to the principal materials of the primary buildings and landscape.
- v. Site Amenities as Focal Points. A site amenity may qualify as a focal point required under section *Site Layout and Building Orientation at Two Intersecting Thoroughfare Streets* above, provided the site amenity meets all applicable requirements for focal points stated in section 5.d. above.
  - vi. Site Amenities as Transitions. A site amenity may qualify as a “green open space transition” required under section C.2. *Transitions Between Land Uses*, provided the site amenity meets all applicable requirements for transitions stated in section C.2.

## 8. Crime Prevention

### a. Design Standards

Development site planning should integrate the principles of “Crime Prevention through Environmental Design” (CPTED) to the maximum extent practicable. Applicants are encouraged to consult with the Collegedale Police Department regarding implementation of CPTED principles for new developments. These principles include:

- i. Territoriality. Space within the development and along the edges should be well-defined and delineated to create a sense of ownership, such as intruders and strangers stand out. This may be accomplished through the use of pavement treatments, landscaping, art, signage, screening, fencing, and similar techniques.
- ii. Natural Surveillance. Create an environment where it is possible for people engaged in their normal behavior to observe the spaces around them. Maximize a space’s visibility through thoughtful design of building orientation, window placement, entrances and exits, landscaping of trees and shrubs, and other physical obstructions. Utilize nighttime illumination of parking lots, walkways, entrances, stairwells, and related areas that promote an environment in which natural surveillance is possible.
- iii. Access Control. Plan and implement access control to restrict criminal intrusion, especially in areas where criminal activity cannot be easily observed. Access control may include, but is not limited to, use of fences, walls, landscaping, and lighting to prevent or discourage public access to or from dark or unmonitored areas. In addition, sidewalks, pavement, lighting and landscaping areas should be used to guide the public to and from primary development entrances and exits.
- iv. Activity Support. Create activity support by placing new or existing activities in an area so that individuals engaged in a particular activity become part of the natural surveillance of other areas.
- v. Maintenance. Maintain landscaping, lighting fixtures, and other features to facilitate the principles of CPTED, territorial reinforcement, natural surveillance, and access control.

## C. RELATIONSHIP TO SURROUNDING DEVELOPMENT

### 1. Connectivity Between Land uses

See Section *Vehicular and Pedestrian Access and Circulation* for applicable standards.

### 2. Transitions Between Land Uses

#### a. When Required

Transitions may be required in the following situations:

- i. Changes in use between adjoining properties, especially from commercial to residential;
- ii. Changes in intensity of use between adjoining properties, such as from Large Commercial Centers to multi-family residential; and
- iii. Views, uses, or activities on the commercial or multi-family development site that could be a nuisance for neighbors, such as loading and service areas.

#### b. Transition Techniques

- i. General Guideline/Standard. An applicant shall incorporate Architectural Transitions and Green/Open Space Transitions and Lesser Intensive Uses as Transitions to the maximum extent practicable before employing more traditional Landscaping and Screening Transitions. Operational compatibility standards Section C.2 shall apply to all commercial development, regardless of type of transition technique used; however, the combination of Architectural Transitions, Green/Open Space Transitions, and operations compatibility standards should work to reduce the need for more intensive Landscaping and Screening Transition.

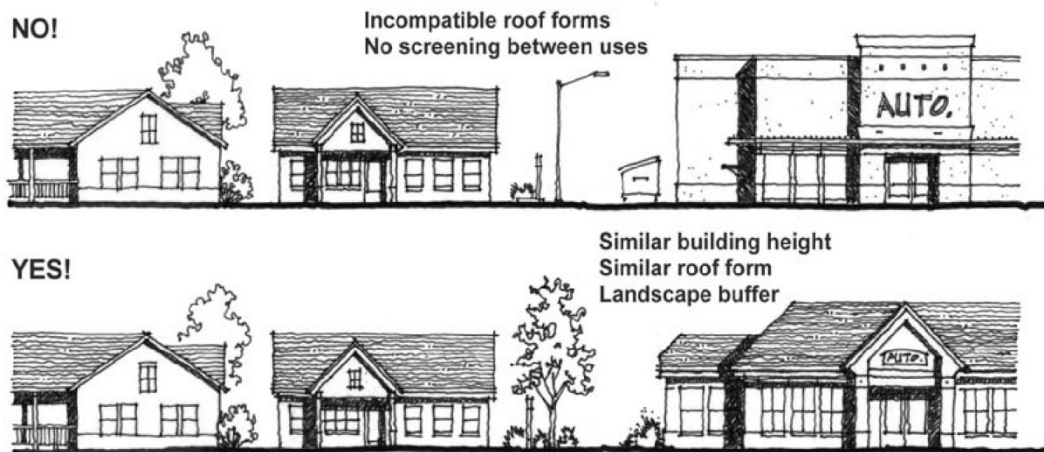


Figure 13 – Development shall employ transition techniques to ensure compatibility with surrounding development, including adjacent residential and/or commercial development.

- ii. Preferred Techniques. When a transition is required, an applicant shall incorporate, to the maximum extent practicable, the architectural and green/open space transition techniques tools in subsections *Green/Open Space Transitions*, below.
- (a) Architectural Transitions. Commercial and/or multi-family developments shall employ a minimum of three (3) of the following techniques to ensure compatibility with surrounding development, including adjacent residential development:
- (1) Use similar building setback.
  - (2) Use similar building height.
  - (3) Use similar roof form.
  - (4) Mitigate the larger mass of buildings with facade articulation see Section *Building Massing and Facade Treatment*.
  - (5) Use front-to-front building orientations, especially with commercial uses that are pedestrian intensive (e.g., restaurants, banks). Other building-to-building orientations may be utilized except that a back-to-front building orientation is not an acceptable transition tool.
- (b) Green/Open Space Transitions. Commercial and/or multi-family developments may employ the following technique to provide transitions and ensure compatibility between the commercial development and surrounding development:
- (1) Use small green spaces, courts, squares, parks plazas, and similar spaces that can also function as community gathering places.
  - (2) Use existing natural features as transitions, including natural differences in topography (not retaining walls), streams, existing stands of trees, and similar features. When existing natural features are used as transitions, the city may still require that adequate pedestrian connections to adjacent land uses to accommodated (see Section IV.D. below).



*Figure 14 – Developments may use small green spaces, courts, squares, parks, plazas, and similar spaces that can also function as community gathering places to provide transitions and ensure compatibility with surrounding uses.*

- (c) Community Serving Uses as Transitions. When office, small scale retail, pedestrian intensive retail, civic, or public uses are planned as part of the same development contained more intensive commercial uses, the applicant may site the less intensive uses or more community serving uses as transitions to lower intensity, adjacent uses. For example, post offices, banks, and restaurants – all of which are pedestrian intensive, community serving uses – can be cited next to adjacent medium density residential uses.
  
- (d) Orient potentially bothersome or nuisance features or uses away from neighboring uses. For example, avoid placing garages, parking lots, or service areas facing the fronts of neighboring buildings.
- (e) Landscaping and Screening Transitions. Where other transition tools are not possible, or where the city determines other transition tools by themselves do not create an adequate transition to, or buffer for, less intensive land uses, the following landscaping and screening requirements shall apply:
  - (1) Amount of Landscaping Required. Each boundary to be screened between the development and the adjacent use shall be landscaped with at least four (4) trees and twenty (20) shrubs per one-one-hundred linear feet (100') of edge, with fractional requirements rounded up. Conifers may be substituted for shrubs at a ratio of one (1) conifer for every four (4) shrubs.
  - (2) Supplemental Fences and Walls. When necessary to further assure an adequate buffer between the commercial development and adjacent use; fences and walls in combination with landscaping may be used.



*Figure 15 – Each boundary to be screened between the commercial development and the adjacent use shall be landscaped with at least 4 trees and 20 shrubs per 100 linear feet of edge.*

(f). Operational Compatibility Standards

The city may impose conditions upon the approval of development applications to ensure that new developments will be compatible with existing neighborhoods and uses, including, but not limited to, conditions on the following:

- (a) Placement of trash receptacles;
- (b) Location of delivery and loading zones; and
- (c) Placement and illumination of outdoor vending machines.

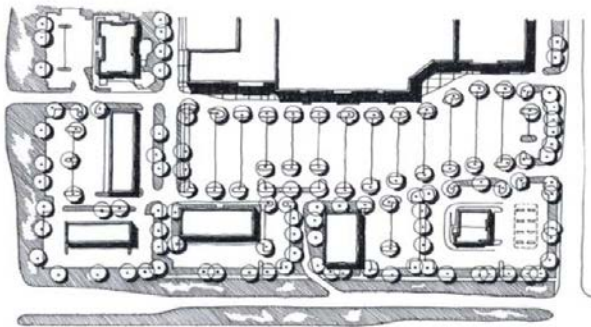
**D. VEHICULAR AND PEDESTRIAN ACCESS AND CIRCULATION  
(COMMERCIAL DEVELOPMENTS ONLY – Section D)**

**1. Vehicle Assess and Circulation (COMMERCIAL DEVELOPMENT ONLY)**

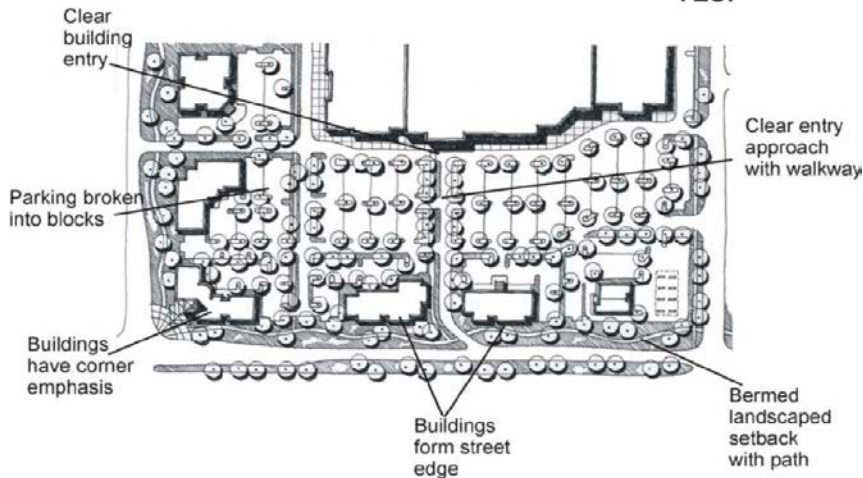
a. Primary Vehicle Assess – Large Commercial Centers

- i. Primary access to Large Commercial Centers shall be from the thoroughfare street system. In order to maximize the efficiency of the city’s street network, major traffic generators should be located so that their primary access is from a thoroughfare or commercial access road.

**NO!**



**YES!**



*Figure 16 – Provide safe, efficient, and convenient vehicular and pedestrian access and circulation patterns within and between developments.*



- ii. Large Commercial Centers should be located at the intersection of thoroughfare streets so that access is available for both east/west and north/south traffic. Primary access points should be located so that commercial traffic is separated from the residential street system.
  - iii. If a large Commercial Center is proposed at a location or density that will have a significant effect on current traffic patterns, a traffic impact study may be required to ensure that the street network can accommodate the anticipated traffic demands and to define required street improvements.
- b. Primary Vehicle Entrances
- i. The number and location of vehicle entrances to a commercial development shall be consistent with the existing or anticipated design of adjacent streets. The specific location of primary vehicle entrances is subject to the approval of the Design Review Committee and will be largely dependent on the following factors:
    - (a) The location of existing or planned median breaks;
    - (b) Separation requirements between the entrance and major intersections;
    - (c) Separation requirements between adjacent entrances (or minor intersections);
    - (d) The need to provide shared access to adjacent parcels of land;
    - (e) The need to align with previous approved or constructed access points on the opposite side of the street; and
    - (f) The minimum number of entrances needed to move traffic onto and off the site safely and efficiently.
- c. Entry Driveway Configuration
- i. The specific design or geometrics of commercial development entry driveways shall comply with the intent of these Commercial Design Standards.
    - (a) Commercial driveway configuration and design shall be appropriate given the size of the development and the capacity of the street.
    - (b) Driveway geometrics shall be dependent on a variety of factors, including traffic volume, speed, and distribution. The following design issues should be addressed in each case and the resulting driveway design should provide an efficient ingress and egress to the development without causing undue congestion or accidents on the public street system:
      - (1) The number of in-bound and out-bound lanes;
      - (2) Lane width (minimum width curb-to-curb is twenty-eight feet (28'));
      - (3) Throat length (i.e., the distance between the street and the first point at which cross traffic or left turns are permitted);
      - (4) Curb radii;
      - (5) The need or desirability of a raised median;
      - (6) The need for a deceleration lane; and
      - (7) Accommodation for pedestrian crossings.

d. Internal Vehicle Circulation

- i. Internal vehicle circulation patterns shall provide a clear and direct path to the principle customer entrance of the primary building, to outlying pad site, and to each parking area.
- ii. In Large Commercial Centers, a clear system of main circulation drives (containing few or no parking spaces that directly access the main drives) shall be established to carry the highest volumes of traffic within the site.
  - (a) In order to reduce pedestrian and vehicular conflicts, those main circulation drives shall not be located along areas where the location of access points and the configuration of the main circulation drives indicate that traffic volumes will not be excessive, drives may contain directly accessing parking spaces and may be located along façades containing primary customer entrances.
  - (1) The intersection of two main circulation drives shall be designed as a “t” intersection, rather than a four-legged intersection, to minimize vehicular conflicts.
- iii. In Small Commercial Centers where traffic volumes are lower and, consequently, pedestrian-vehicular and vehicular-vehicular conflicts are less likely, more flexibility is available in the location and design of internal drives.
  - (a) Because of the lower traffic volumes, entry drive throat lengths can be shorter,
  - (b) The use of four-legged intersections can be utilized more extensively,
  - (c) Depending on the size of the shopping center and the number and location of success points fewer restrictions may be placed on the extent to which traffic entering the site is directed to the drives along the building facades.
- iv. Main drive aisles shall be continuous and connect to the main entrance to the development site.
- v. Internal intersections shall have adequate sight lines, design geometrics, and/or traffic controls to minimize accident potential.

e. On-Site Truck Traffic/Loading and Circulation

- i. Every shopping center will be required to provide loading and delivery facilities separate from customer parking and pedestrian areas.
- ii. Due to their greater size and lower maneuverability, truck circulation paths should be designed with larger curve radii and more maneuvering room.
- iii. As the size of the development and the volume of trucks increase, internal circulation patterns should reflect an increasing separation between automobile and truck traffic in order to minimize accidents and congestion.

f. Vehicle Connections with Adjacent Properties

- i. Adjacent Non-Residential Uses.
  - (a) Connections between adjacent non-residential development parcels shall be



- provided by citing a logical array of access points continuous to the adjacent development.
- (b) Common or shared service and delivery access shall be provided between adjacent parcels and/or buildings.
- (c) The city may require access easements to ensure that pad sites or adjacent parcels have adequate access if ownership patterns change.
- ii. Adjacent Residential Uses. Commercial drives or on-site streets shall not align with access to adjacent residential developments. Exceptions may be made in cases where physical constraints dictate that no other option is possible.
- iii. Emergency Access. All commercial developments shall comply with the currently adopted building code provisions regarding emergency vehicle access and fire lanes.

## 2. Pedestrian Access and Circulation (COMMERCIAL DEVELOPMENT ONLY)

Applicants shall submit a detailed pedestrian circulation plan with all development applications that shows compliance with the following guidelines and standards:

### a. Required Pedestrian Connections

- i. An on-site system of pedestrian walkways shall be designed to provide direct access and connections to and between the following:
  - (a) The primary entrance or entrances to each commercial building, including pad site buildings;
  - (b) Any sidewalks or walkways on adjacent properties that extend to the boundaries shared with the commercial development;
  - (c) Any public sidewalk system along the perimeter streets adjacent to the commercial development *Pedestrian Connections to Perimeter Public Sidewalks*.
  - (d) Adjacent land uses and developments, including but not limited to adjacent residential developments, retail shopping center, office buildings, or restaurants; and
  - (e) Any adjacent public park, greenway, or other public or civic use including but not limited to schools, places of worship, public recreational facilities, or government offices.

### b. Pedestrian Connections from Buildings to Parking Areas, Pad Sites, and Site Amenities

- i. In addition to the connections required in subsection *Required Pedestrian Connections*, on-site Pedestrian walkways shall connect each primary entrance of a commercial building to a pedestrian network serving:
  - (a) All parking areas or parking structures that serve such primary building; and



Figure 17 – On-site pedestrian walkways shall connect each primary entrance of a commercial building to the adjacent parking blocks, structures, or site amenities.

- (b) Site amenities or gathering places provided pursuant to Section *Site Amenities*.

c. Pedestrian Connections to Perimeter Public Sidewalks

- i. Connections between the on-site (internal) pedestrian walkway network and any public sidewalk system located along adjacent perimeter streets shall be provided at regular intervals along the perimeter street as appropriate to provide easy access from the public sidewalk to the interior walkway network.

d. Minimum Walkway Width

- i. All site walkways connecting parking areas to buildings shall include a 5-foot minimum walkway with planting areas. This area shall be a minimum of fifteen feet (15') wide to accommodate car overhangs.

e. Walkways Along Buildings

- i. Walkways Along Primary Buildings  
Greater than 50,000 square feet  
Continuous pedestrian walkways no less than eight feet (8') wide shall be provided along the full length of a primary building along any façade featuring a customer entrance and along any facade abutting customer parking areas. Such walkways shall be located at least six feet (6') from the facade of the building to provide planting beds for foundation landscaping, except where features such as arcades or entryways are part of the facade.

- ii. Walkways Along Pad Site Buildings.  
Continuous pedestrian walkways no less than five feet (5') wide shall be provided along the full length of a pad site building along any façade featuring a customer entrance and along any facade abutting customer parking areas. Such walkways shall be located at least three feet (3') from the facade of the



*Figure 18 – Continuous pedestrian walkways no less than 8 feet wide shall be provided along the full length of a primary building along any façade featuring a customer entrance and along any façade abutting customer parking areas.*



*Figure 19 – Walkways through vehicle areas.*

building to provide planting beds for foundation landscaping, except where features such as arcades or entryways is part of the facade.

f. Walkways Through Vehicle Areas

- i. At each point that the on-site pedestrian walkway system crosses a parking lot or internal street or driveway, the walkway or crosswalk shall be clearly marked through the use of a change in paving materials distinguished by their color, texture, or height.

## E. PARKING

### 1. General Citing Requirements for Parking

See Section *Site Layout/Development Pattern* for standards applicable to the location of parking within commercial and/or multi-family residential developments.

### 2. Parking Amount

Refer to the Collegedale Zoning Ordinance.

### 3. Accessible Parking

- a. Accessible parking spaces for the disabled shall be provided according to city standards and specifications.
- b. Accessible parking for the disabled shall be located to avoid the need for disabled persons to cross drive aisles. In instances where high traffic volumes along the face of a large building are expected, the Design Review Commission may waive this requirement where the accessible parking will be located across the drive aisle or in another suitable location nearest the building entrance.



Figure 20 – In order to avoid pedestrian/vehicle conflicts, locate accessible parking spaces at entrances and adjacent to sidewalks.

### 4. Parking Layout and Design

#### a. General Guideline

- i. Parking areas should be designed for a safe and orderly flow of traffic throughout the site. Major circulation patterns within parking areas should be well-defined with curbs and landscaped islands. Parking spaces along main circulation drives should also be avoided. Dead-end parking lots shall be avoided.

b. Parking Blocks Required

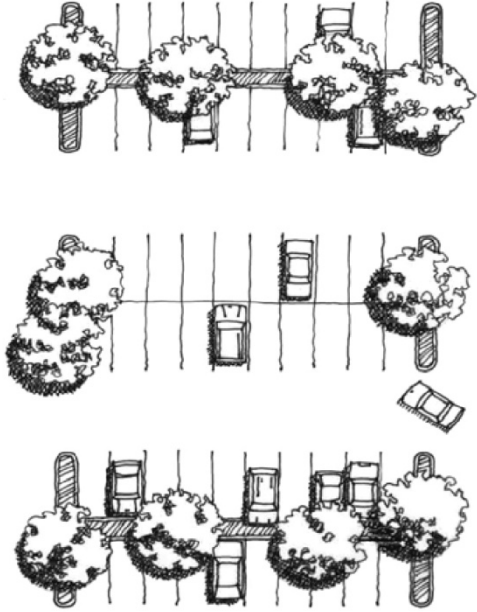
- i. In order to reduce the scale of parking areas, the total amount of parking provided shall be broken up into parking blocks containing no more than 40 spaces.

- (a) Parking blocks shall be separated from each other by landscaping, access drives or public streets, pedestrian walkways or buildings.

- (b) Each parking block or pod shall have consistent design angles for all parking within the block.

- (c) Parking blocks should be oriented to buildings to allow pedestrian movement down and not across rows (typically with parking drive aisles perpendicular to customer entrances).

- ii. Where parking blocks are not easily defined, there shall be no more than ten (10) parking spaces without an intervening landscape island at least nine (9) feet wide.



*Figure 21 – Parking blocks shall be separated from each other by landscaping, access drives or public streets, pedestrian walkways, or buildings.*

c. Shopping Cart Return Areas (**COMMERCIAL DEVELOPMENTS ONLY**)

As applicable, shopping cart return stations shall be evenly distributed within and between separate parking blocks. Shopping cart return stations shall be identified on the final plan.

## F. SUNSET PROVISION

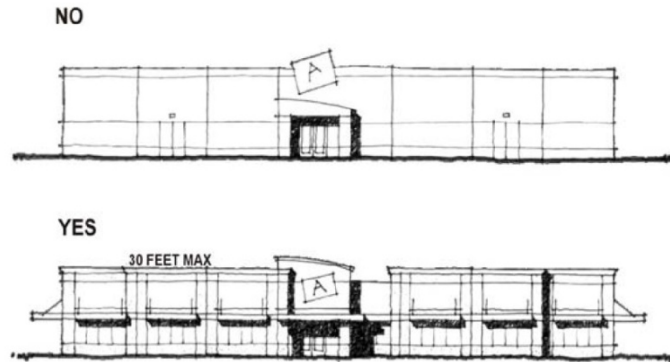
Upon final approval by the Design Review Committee, an applicant shall apply for a Building Permit for the project within one hundred eighty (180) days. Failure to apply for said building permit within this time will require the applicant or developer to re-apply for the design approval process.

## G. BUILDING DESIGN

### 1. Building Massing and Façade Treatment

Except where noted, all new commercial and/or multi-family residential developments shall comply with the following standards:

- a. Variation in Massing
  - i. A single, large, dominant building mass shall be avoided.



*Figure 22 – No wall that faces a public area shall have a blank, uninterrupted length exceeding thirty (30) feet without including architectural features such as columns, ribs, pilasters or piers, changes in plane, changes in texture or masonry pattern, or an equivalent elements that subdivides the wall into human scale proportions.*

### b. Building Façade Treatment

All building walls shall have architectural interest and variety to avoid the effect of a single, long or massive wall with no relation to human scale. The building design shall be consistent with the following standards:

- i. Minimum Wall Articulation. There shall be no blank, unarticulated building walls exceeding 30 feet (30') in length. All building walls shall be designed to meet all the following standards:
  - (a) All buildings walls shall consist of a building bay or structural building system that is a maximum of thirty feet (30') in width/ Bay shall be visually established by architectural features such as column, ribs or pilasters, piers, changes in wall planes, changes in texture or materials, and fenestration pattern no less than twelve inches (12") in width.
  - (b) Any wall exceeding 30 feet (30') in length shall include at least one change in wall plane, such as projections or recesses, having a depth of at least three percent (3%) of the entire length of the façade and extending at least twenty percent (20%) of the entire length of the façade.

- (c) All building walls shall include materials and design characteristics consistent with those on the front.
- ii. Building walls facing public areas. In addition to requirements above, building walls that face public streets, connecting walkways, or adjacent development shall meet the following standards:
  - (a) Facades shall be subdivided and proportioned using features such as windows, entrances, arcades, arbors, awnings, trellises with vines, or alternate architectural detail that defines human scale, along no less than sixty percent (60%) of the facade.
- iii. Customer Entrances. See subsection F.3 *Customer Entrances* below.
- iv. Awnings (**COMMERCIAL DEVELOPMENTS ONLY – Section iv.**)
  - (a) Awnings shall be no longer than a single storefront.
  - (b) Fabric awnings are encouraged; canvas awnings with a matte finish are preferred. Awnings with high gloss finish are discouraged. Illuminated, plastic awnings are prohibited.
  - (c) Rigid frame awnings are allowed, but shall stop at the top section and shall not be included in the valence.
  - (d) Awning colors shall be compatible with the overall color scheme of the façade from which it projects. Solid colors or subtle striped patterns are preferred.
  - (e) Awnings for rectangular openings shall be simple, shed shapes.
- v. Downspouts. All downspouts on front facade shall be concealed. No exposed downspouts on the front side of a structure shall be used. The view through scuppers shall be screened.
- c. Buildings: Base and Top Treatments

The following standards shall apply to all buildings, including hotels and motels:

- i. The composition of the building shall present a clearly recognizable base, middle, and top, or a clearly defined alternative building composition.





*Figure 23 – Façades that face public streets or adjacent development shall be subdivided and proportioned using features such as window, entrances, arcades, arbors, awnings, trellises with vines, along no less that 60% of the façade.*

ii. A recognizable “base” may consist of, but is not limited to:

- (a) Thicker wall, ledges, or sills;
- (b) Integrally textured materials such as stone or other masonry;
- (c) Integrally colored and patterned materials such as smooth finished stone or tile;
- (d) Lighter or darker colored materials, mullions, or panels; or
- (e) Planters.

iii. A recognizable “top” may consist of, but is not limited to:

- (a) Cornice treatments, other than just colored “stripes” or “bands,” with integrally textured materials such as stone or other masonry or differently colored materials;
- (b) Sloping roof with overhangs and brackets;
- (c) Stepped parapets; or
- (d) Horizontal rhythms, such as openings, and articulations, shall logically align between levels.



*Figure 24 – All primary buildings should be constructed or clad with materials that are durable, economically maintained, and of a quality that will retain their appearance over time.*

## 2. Building Materials/Colors

All commercial and/or multi-family residential developments shall comply with the following design standards. In addition, hotels and motels shall comply with the special standards stated in *Hotels, Motels, and Multi-Family Residential*:

a. Intent

Achieve unity of design through compatible materials and colors throughout new developments; select building materials that are durable, attractive, and have low maintenance requirements; and utilize colors that reflect natural tones found in the environment of Collegedale.

b. Submittal Requirement

Applicants shall submit a color palette and building materials board as part of their development plan application.

c. Building Materials

- i. All primary building walls should be constructed or clad with materials that are durable, economically maintained, and of a quality that will retain their appearance over time, including, but not limited to, natural or synthetic stone; brick; stucco; integrally colored, textured, or glazed concrete masonry units; high quality pre-stressed concrete systems; water managed Exterior Installation Finish Systems (EIFS); or glass.
- ii. Natural wood or wood paneling shall not be used as a principal exterior wall material, but durable synthetic materials with the appearance of wood may be used.
- iii. No material shall be used on more than 50% on any one side. Furthermore, the maximum amount of EIFS, stucco, or sto shall not exceed ten percent of any building face.

(a) Exterior building materials shall **not** include the following:

- (1) Split shakes constructed of wood, rough-sawn wood or board and batten wood (accent use of James Hardie, or similar concrete board fashioned and textured to resemble the above may be acceptable upon review);
  - (2) Vinyl siding;
  - (3) Smooth faced, gray concrete block, split-face block, vertical rib block, or similar, painted or stained concrete block, tilt-up concrete panels;
  - (4) Field painted or pre-finished standard corrugated metal siding;
  - (5) Standard single- or double-tee concrete systems; or
  - (6) Barrier type EIFS “synthetic stucco” within 2 feet of grade.
- iv. Exterior building material shall be continued down to within nine inches (9”) of finished grade on any elevation. Exterior masonry materials shall be continued to the top of grade.
  - v. In selecting exterior building materials, consideration should be given to the appropriateness of the materials to the scale of building proposed.

d. Building Color

- i. Color schemes shall tie building elements together, relate separate (free-standing) building within the same development to each other, and shall be used to enhance the architectural form of a building.



- ii. Color schemes should utilize earth and other natural tones as found in the soil types and/or plant materials found in Collegedale and, more specifically, that area immediately adjacent to the development site.
- iii. All building projections, including, but not limited to, chimneys, flues, vents, and gutters, shall match or complement in color the permanent color of the surface from which they project.
- iv. Intense, bright, black, or fluorescent colors shall be used sparingly and only as accents; such colors shall not be used as the predominant color on any wall or roof of any building. Permitted sign areas shall be excluded from this standard.

### 3. Customer Entrances (COMMERCIAL DEVELOPMENTS ONLY – Section 3)

All commercial development shall comply with the following design guidelines and standards.

#### a. Number of Entrances Required

- i. Each principal commercial building greater than 50,000 square feet (gross floor area) shall provide at least two (2) customer entrances.
- ii. Principal commercial buildings smaller than 50,000 square feet (gross floor area) are encouraged to provide multiple customer entrances on sides of the building that faces an abutting public street.
- iii. Where additional stores will be located in the primary building, each such store may have an exterior customer entrance, which shall comply with the prominent entrance requirement below.



*Figure 25 – Each primary building on a site, regardless of size, shall have clearly defined, highly visible customer entrances.*

**b. Prominent Entrances Required**

Each primary building on a site, regardless of size, shall have clearly defined, highly visible customer entrances featuring no less than three (3) of the following:

- i. Canopies or porticos;
- ii. Overhangs;
- iii. Recesses/projections;
- iv. Arcades;
- v. Raised corniced parapets over the door;
- vi. Peaked roof forms;
- vii. Arches;
- viii. Outdoor patios;
- ix. Display windows;
- x. Architectural detail such as tile work and moldings integrated into the building structure and design; or
- xi. Integral planters or wing walls that incorporate landscaped areas and/or places for sitting.

**4. Multiple Buildings in Commercial Centers  
(COMMERCIAL DEVELOPMENTS ONLY – Section 4)**

All Large and Small Commercial Centers, as defined in Section *Definitions*, that contain multiple buildings, including pad sites, shall comply with the following design standards.

**a. Use of Similar Building Materials in a Commercial Center**

In order to achieve unity between all buildings in a Commercial Center, all buildings in the center, including pad site buildings, shall be constructed of building materials from the color and materials palette approved for the center.

**b. Use of Similar Architectural Styles or Theme in a Commercial Center**

- i. A consistent architectural style or theme should be used throughout a Commercial center, and in particular to tie outlying pad site buildings to the primary building.

- ii. Building entrances are appropriate locations to express individual building character or identity.

## **5. Roofs on Commercial and Multi-Family Residential Buildings**

All commercial and/or multi-family residential buildings shall comply with the following standards:

- a. Screening of Roof Top Equipment

All roof top equipment must be screened.

- b. Roof Design and Treatment

Roofs shall have no less than two (2) of the following features:

- i. Parapets concealing flat roofs and rooftop equipment such as HVAC units from public view area appropriate. The average height of such parapets shall not exceed fifteen percent (15%) of the height of the supporting wall and such parapets shall not at any point exceed one-third ( $1/3$ ) of the height of the supporting wall. Such parapets shall feature three dimensional cornice treatments;
- ii. Overhanging eaves, extending no less than three feet (3') past the supporting walls;
- iii. Sloping roofs that do not exceed the average height of the supporting walls, with an average slope greater than or equal to one foot (1') of vertical rise for every three feet (3') of horizontal run and less than or equal to one foot (1') of vertical rise for every one foot (1') of horizontal run; or
- iv. Three (3) or more roof slope planes.

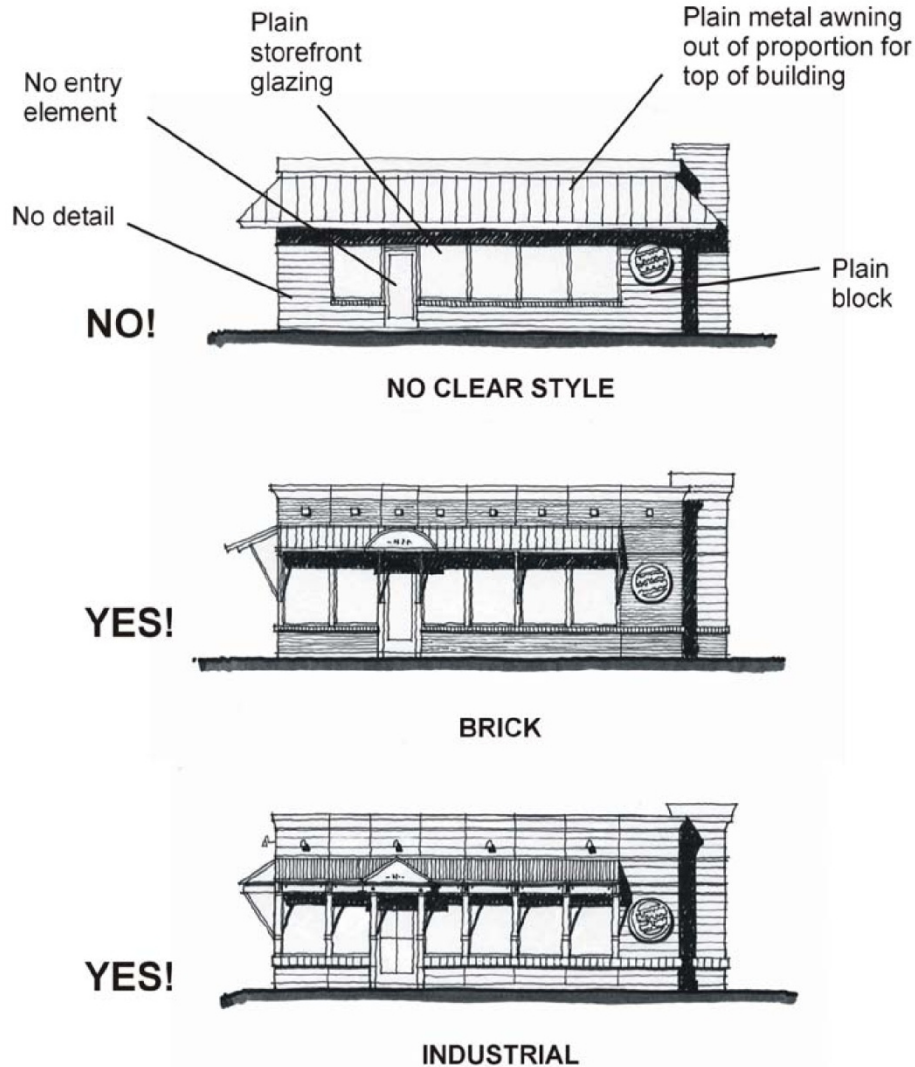


Figure 26 – A consistent architectural style or these should be used throughout a Commercial Center and, in particular, to tie outlying pad site buildings to the primary building.

## H. LANDSCAPING AND SCREENING

### 1. Refer to Collegedale Landscape Ordinance.

## I. LIGHTING (COMMERCIAL DEVELOPMENTS ONLY – Section H)

### 1. Design Standards

#### a. Plan Required

Applicants shall submit a unified lighting plan with final plan applications for all commercial developments subject to these lighting standards. A point-by-point calculation to show compliance with the lighting standards is required. The calculations shall be measured at grade for lighting levels within the development site. A cut sheet of proposed fixtures, including a candlepower distribution curve, shall also be submitted. A vertical plan foot-candle calculation shall be submitted for property lines abutting residential properties.

#### b. General Lighting Standards

- i. Pedestrian Walkway Lighting. Pedestrian level, bollard lighting, ground mounted lighting, or other low, glare controlled fixtures mounted on building or landscape walls shall be used to light pedestrian walkways.
- ii. Lighting Height. Bollard type lighting shall be no more than four feet (4') high.
- iii. Lighting for Security.
  - (a) Accent lighting on buildings is encouraged as a security feature.
  - (b) Interior and exterior lighting shall be uniform to allow for surveillance and avoid isolated areas.
- iv. Illumination Levels. Pedestrian areas shall be illuminated to a minimum of one (1) foot-candle.
- v. Design of Fixtures/Prevention of Spillover Glare. Light fixtures shall use cut off lenses or hoods to prevent glare and light spill off the project site onto adjacent properties, buildings, and roadways.
- vi. Color of Light Source. Lighting fixtures should be color correct types such as halogen or metal halide to ensure true color at night and ensure visual comfort for pedestrians.

#### c. Architectural Building Mounted Lighting

- i. Building mounted lighting may be used only to highlight specific architectural features or primary customer or building entrances. General floodlighting of building façades is not permitted.
- ii. Building mounted neon lighting is allowed only when recessed, or contained in a cap or architectural reveal.

#### d. Parking Lot Lighting

- i. Luminaries Fixture Height. The mounting height for luminary fixtures shall not exceed thirty-three feet (33') as measured to the top of the fixture from grade.

ii. Average Maintained Foot-candles.

- (a) The maximum average maintained foot-candles for all parking lot lighting shall be three (3) foot-candles; the minimum average maintained foot-candles shall be one (1) foot-candle. For the purpose of this standard, the average maintained foot-candle shall be calculated at 0.8 of initial foot-candles.
- (b) The maximum maintained vertical foot-candle at an adjoining residential property line shall be 0.5 foot-candles, measure at five feet (5') above grade.

iii. Uniformity Ratios. Luminary fixtures shall be arranged in order to provide uniform illumination throughout the parking lot of not more than a 6:1 ratio of average to minimum illumination, and not more than 20:1 ratio of maximum to minimum illumination.

e. Canopy Lighting

- i. Average Maintained Foot-candles. The maximum average maintained foot-candles under a canopy shall be 35 foot-candles. Areas outside the canopy shall be regulated by the standards above.
- ii. Fixtures. Acceptable fixtures and methods of illumination include:
  - (a) Recessed fixtures incorporating lens cover that is either recessed or flush with the bottom surface (ceiling) of the canopy.
  - (b) Indirect lighting where light is beamed upward and then reflected down from the underside of the canopy. Such fixtures shall be shielded such that direct illumination is focused exclusively on the underside of the canopy.

## J. HOTELS , MOTELS, AND MULTI-FAMILY RESIDENTIAL

### 1. Building Materials

- a. Façade area at least equal to twenty-five percent (25%) of the total exterior surface area of the hotel, motel, or multi-family residential building shall be surfaced in brick, natural or synthetic/manufactured stone.
- b. Brick or stone shall be applied to logical places on each of the building's façades, and shall begin and end at logical breaks related to the structure of the building. A single one-story high, horizontal "banding" of brick or stone is strongly discouraged.
- c. The remainder of the exterior may be surfaced in stucco, water-managed EIFS, or integrally dyed decorative concrete or ceramic masonry units. Metal or vinyl siding is prohibited.

### 2. Internal Circulation Components

All stairwells, corridors, and other circulation components of the building shall be completely enclosed within the building envelope.

### **3. Building Form**

When public or semi-public spaces such as the hotel/motel lobby, restaurants, meeting rooms, and banquet facilities are sited at ground level adjacent to a connecting pedestrian walkway or adjacent to a “main street,” these spaces shall be accented with the use of glass and transparent materials between the height of three feet (3’) and eight feet (8’) above the walkway or street grade.

### **4. Building Architecture**

Significant departures from standardized architectural “themes” intended to market or brand a hotel or motel building, such as Swiss chalets or castles, may be required to meet the intent of the Commercial and Multi-Family Residential Design Standards Ordinance.

## **K. SIGNAGE**

### **1. Refer to City of Collegedale Sign Ordinance**